



Dear Parents/Carers

We are writing to you to communicate the procedures in place to support you and your child/children if there is an announcement of a governmental directive to close all schools. At this present time, we cannot confirm if, or when the academy will be shut-down but we feel that it is important to ensure that we are fully prepared, should this be the case. There are number of key areas we would like to draw your attention to and these are outlined below.

### Communication with the Academy

As an academy, we have a duty to safeguard all students during this period of time, and as a result, we would like to draw your attention to the communication email below. Please do not visit or try to call the school and please do not email individual staff members directly. Staff will be working from home, not school, and will not be responding to emails. There will be daily monitoring of the address below, and we will endeavour return emails within 24 hours (between the hours of 9am – 4pm). In addition, if your child is tested for Covid-19, or displaying symptoms, please contact this email so that we can monitor the scale of affected students. We would also expect that all government advice is followed, if this is the case.

Communication Email: [info@kingshurst.tgacademy.org.uk](mailto:info@kingshurst.tgacademy.org.uk)

### Trips and Events

During this period of uncertainty, we would like to highlight that the following events have been cancelled or rearranged.

- Hair and Beauty Trip to the National Hair and Beauty Show (30<sup>th</sup> March 2020) - Cancelled
- Year 9 Parents' Evening (18<sup>th</sup> March 2020) – Rearranged Wednesday 6<sup>th</sup> May 2020
- Year 11 Parents' Evening (1<sup>st</sup> April 2020) –Rearranged to 22<sup>nd</sup> April 2020

### Supporting your child

Many of our staff will be faced with child care issues and will of course be at risk to infection themselves. We know that parents will support our endeavours to provide continued education during this unprecedented set of circumstances.

In order to minimise disruption to the academic learning, we have created e-learning resources. If your child is in Y7-Y9 we have created resources accessible on Microsoft Teams. Information on how to access this is attached to this letter. For Y7/Y8, there is a reading project that encompasses English, geography, history and creative arts. In the science folder, your child can access science specific work and for mathematics study, there is an online platform. The link and username/password for this is shown in the next section. This is personalised for your child.

For Y10-Y13, please access Microsoft Teams, using the attached instructions. This online platform provides access to examination specific resources and tasks (including examination papers and marks schemes, where appropriate). This area is accessible on mobile phones or tablets, via the Microsoft Teams app, or on desktop computers. Your child's personal passwords and logins are included in the next section of this letter.

If you need any ICT support, please contact [info@kingshurst.tgacademy.org.uk](mailto:info@kingshurst.tgacademy.org.uk).

### **Passwords and Logins:**

#### **INDIVIDUAL STUDENT LOG IN DETAILS HERE**

#### **Examinations and Qualifications (GCSE/A-Level/BTEC)**

Many questions have been raised regarding external examinations for Y11 and Y13. At this present time, we have been informed that these will continue, as planned – any further developments from the Department of Education or from any examination boards will be shared with you as soon as this is communicated with us.

#### **Keeping Safe**

Should anyone develop symptoms (a cough / high temperature / shortness of breath) they should call NHS 111 and follow the advice, which may be to self-isolate. Please continue to regularly check the following websites so you and your family are aware of the latest guidance – we will endeavour to keep you up to date of any major changes as much as possible.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

We would finally like to thank you for your cooperation during these unprecedented times. We hope that those infected have a speedy recovery and look forward to returning to our normal routines as soon as possible. Once again, can I take this opportunity to thank you for your ongoing support.

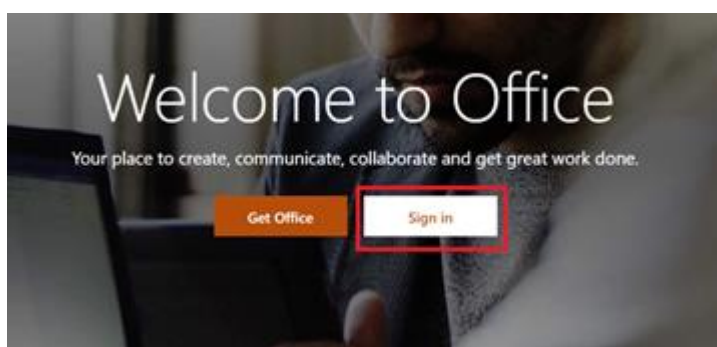
Kind regards,

Mr Darren Turner  
Executive Principal

# Office 365 & Teams – Tutorial

Once you have logged into a machine on site (or even at home) head to google. After this please type into Google “Office 365” like so and search.

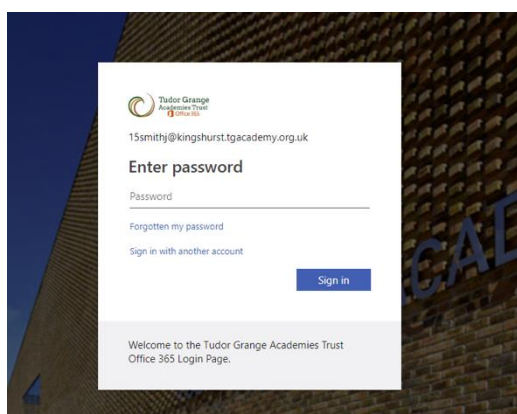
This will then take you to the following page where you will need to select the top link or the one that has the address underneath as [www.office.com](http://www.office.com)



Once you click this link, you will then see this page where you will be prompted to sign in

When you click sign in you will need to enter your school email. As a student the layout for this is as follows: [Username@kingshurst.tgacademy.org.uk](mailto:Username@kingshurst.tgacademy.org.uk).

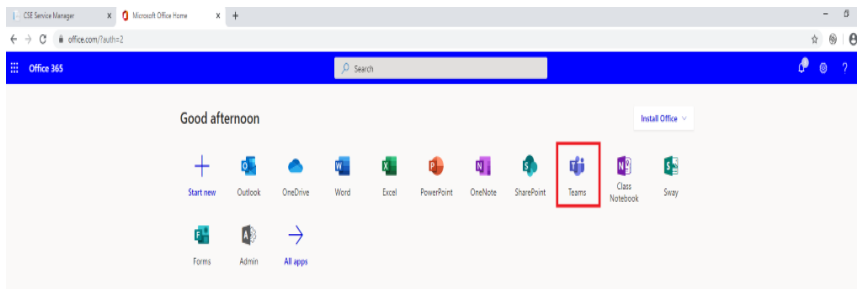
For example: [15smithj@kingshurst.tgacademy.org.uk](mailto:15smithj@kingshurst.tgacademy.org.uk)



You will then be prompted to enter your password:

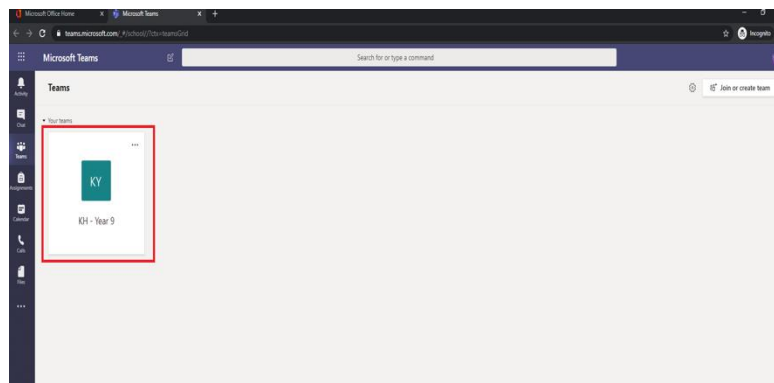
This password will be the same one that you use to log into computers at school:



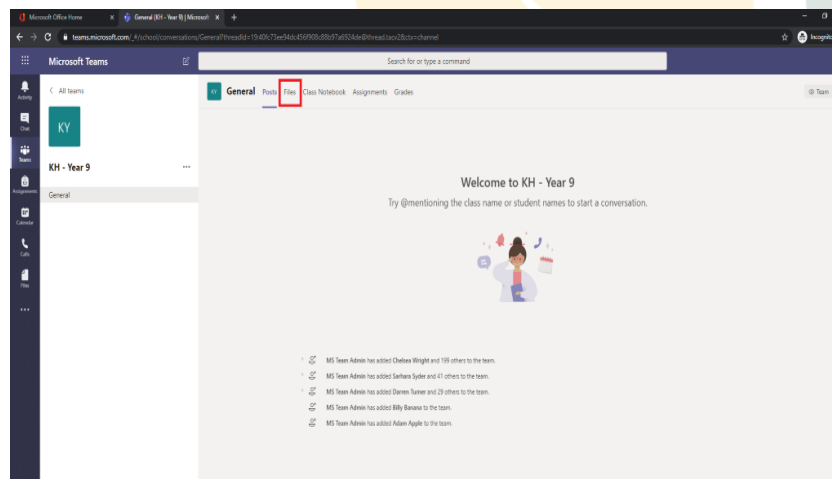


Once signed in you will be presented with the following page

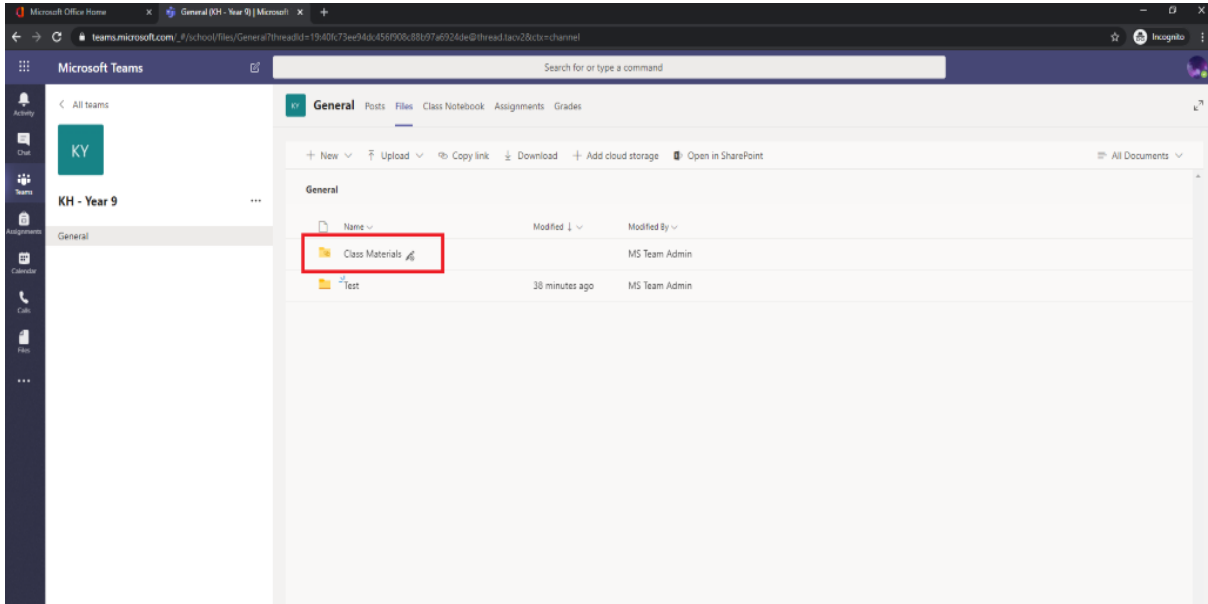
From here, you will need to click on the tile labelled “Teams” which is highlighted by a red square in the screenshot above.



Once you have clicked this you will be taken to the following screen. From here, you will be able to see the relevant team depending on what year group you are in. (Highlighted in the screenshot below) Click on the tile which has your year group on it.



You will then need to select the tab “files” to see any documentation that teachers have uploaded for you to see. (Highlighted in red below)



The majority of files that you will need to view will be under the folder called “Class Materials” (Highlighted below)